

# **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

April 9, 2013

**Members Present:** Glenna Hall, Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg

**Members Absent:** Fred Henley

**Staff Present:** Laurie Orton, Carrie Lacher

**FOL Present:** Barbara Sharp

**Guests Present:** none

**Visitors:** none

**Call to Order:** President Barry Jacobson called the meeting to order at 3:00 p.m.

## **Agenda Approval**

Under new business, Laurie added the item of "Patsi Dougherty" bequest.

**MSC** Mark Madsen moved and Glenna Hall seconded to approve the agenda as amended. Carried.

## **Minutes**

### **Approval of Board Minutes of March 12, 2013 regular meeting**

**MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve the minutes of the March 12, 2013 regular meeting as submitted. Carried.

## **Friends of the Library (FOL)**

**Delegate to next meeting:** Glenna Hall will attend the May 1, 2013 FOL meeting at 4 pm in the Library meeting room.

Barb reported that FOL's annual book sale is scheduled to be held at the high school gym on July 19-20. Barb did note that FOL is currently exploring other ways to dispose of donated books due to cost issues. Financially, FOL is doing very well because it recently received a couple of rather large donations. Laurie forwarded information to FOL Board President Birgit Kriete about the upcoming fundraising workshop being held at the Library and information about the Book Forward service for selling book donations.

## **OLD BUSINESS**

### **Discussion with Library Attorney Regarding Proposed Policy Manual Process**

Adina Cunningham, Library Attorney, joined the Board meeting by phone.

Adina explained that when she started reviewing the policies about a year ago, she noted there were some gaps in the policies in addition to a need for general updating.

Adina recommended separating the policies into two distinct manuals: one for operations (current sections 1 through 6) and one for personnel (current sections 7 and 8). Adina explained that with the current laws regarding personnel management there are things that need to go into the personnel policies that are different than what should go into the operations section. Dividing into two distinct manuals could also be of benefit to employees.

- Pros: bring more clarity to policies; ideally have all new employees and each current employee review and sign off on the personnel policies; having policies in a more organized format allows personnel to more easily understand what policies are applicable.
- Con: potential for additional costs although Adina noted the manual would still need to be reviewed and revised and reorganized even if not separated into two discrete manuals.
- Splitting into two manuals has little legal ramifications other than it is potentially more understandable by the personnel since the employee would not have to ascertain which policies apply and which do not. An employee handbook and an employee policy manual would accomplish the same thing. The method and process of amending personnel policies versus amending policies regarding operations policies may vary depending on what the policy was addressing. The operations manual would refer to personnel guidelines/manual where necessary.

After discussion, the Board agreed to split the personnel guidelines out from the operations related policies.

Adina proposed the April 22<sup>nd</sup> special meeting would be a work session and further noted topics for this work session would not qualify for an executive session. A general work session would allow the Board to discuss possible discretionary policies.

After discussion, the Board agreed Adina would start working on reviewing the policy manual and recommend agenda items for the April 22<sup>nd</sup> work session. The Board requested that James Wolf, Clarity Connections, also be present. Adina asked the Board to route specific concerns or questions through Laurie. Barry stated he would put out a brief summary for Board members concerning the April 22<sup>nd</sup> work session.

#### **Approval of Bills:**

**MSC** Glenna Hall moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums** dated 03-26-2013 in the amount of \$6,986.68. Carried.

**MSC** Mark Madsen moved and Glenna Hall seconded to approve the payment of **Bills Due Period Ending 03-25-2013 with warrant numbers** 123805 – 123820 in the amount of \$7,163.46. Carried.

**MSC** Lynn Weber/Roosvarg moved and Mark Madsen seconded to approve the payment of **Bills Due Period Ending 04-02-2013 with warrant numbers** 124070 – 124081 in the amount of \$8,669.21. Carried.

**MSC** Glenna Hall moved and Lynn Weber/Roosvarg seconded to approve payment of **Bills Due for Period Ending 04-09-2013** in the amount of \$8,730.45. Carried.



**MSC** Lynn Weber/Roochvarg and Mark Madsen seconded to affirm the **March 2013 Payroll** dated 03-26-2013 in the amount of \$42,851.13. Carried.

Following approval of the bills, Barbara Sharp noted that due to the new arrangement between FOL and the Library, the Library has been directly paying the bills FOL had been paying in the past. FOL had envisioned getting a quarterly statement for expenditures being paid by the Library on behalf of FOL. Laurie noted that she was researching the specifics of the agreement and would follow up with FOL.

## **Reports**

### **Director Report (Laurie Orton)**

Laurie's written report was noted. Other items of note:

- The bathroom sink repair is expected to be completed by April 19<sup>th</sup>.
- The Board noted it was good news that so far the basement has remained dry.
- The uniqueness of the Bat Detector kit donation was noted.

### **Youth Services Librarian Report (Melina)**

Melina's written report was noted.

### **Technology Specialist Report (Floyd Bourne)**

Floyd's written report was noted. Laurie spoke to the Connect with Your Library mobile app:

- Laurie communicated with Floyd about an email that both had received regarding a new library services app to be provided through a partnership between the Washington State Library and the Paul G. Allen Family Foundation.
- The Allen Family Foundation funding will be used to pay for one full year of public library subscription costs for the app. A portion of the Allen Family Foundation funds will also be used to publicize the availability of the app to Washington State citizens.
- This new mobile app has a projected "go live" date of August or September 2013.

### **Financial Report (Carrie Lacher)**

The draft profit and loss statement was reviewed. Carrie noted the draft in the board packet read February but it really was for the month of March. Beginning cash adjustment and other budget amendments are expected to be presented to the Board for review and approval within the next few months.

## **OLD BUSINESS**

### **Update: Library Associate II, Adult Programming**

Laurie referred the Board to her update included in Director's report.

## **NEW BUSINESS**

### **Volunteer Appreciation Event Trustee Representative**

Laurie encouraged Board members to attend this annual event to be held Saturday, April 20<sup>th</sup> in the Library meeting room from 5 to 7. Barry stated that he will be attending and will be offering some positive words of appreciation. Lynn will also try to attend.

### **Camilla Woodbury Memorial**

Laurie explained that Barbara Sharp arranged a meeting between Melina, Laurie, and Michelle Herko whose mother, Library volunteer and part time staff person Camilla Woodbury, passed away last year. Patrons donated \$1290 in memory of Camilla for some type of memorial in the Library. Michelle indicated to Laurie that the family would like something in the Library to honor her mother. Because her mother was a truck driver and listened to audio books all the time, Laurie recommended starting a "Playaway" (self-playing, preloaded digital media player) using the donation.

Michelle and her family would also like to pay for a memorial stone bench, crafted by local sculptor Tom Small, to be placed on Library property. Laurie recommended a spot near the front door where landscaping could be rearranged and the new paving stones that are behind the book drop could be extended. One stipulation by the family was that if the Library moved to a new location, the bench would go with the Library. They are also considering having a quotation (proposed by the family) engraved into the bench. The Board agreed to these recommended memorials but asked that the bench be designed in such a way that it could be removed and moved, if necessary, and that the placement of the bench would remain at the Library's discretion.

### **Dodie Gann Donation**

Laurie reported that the Library has received the \$10,000 donation from the Dodie Gann estate. Board would like to have these funds moved into the Library's Dedicated Fund.

### **Patsi Dougherty Bequest**

Laurie noted that Patsi was a member of FOL and worked at the Treasure Cove many years ago. Her son recently met with Laurie to inform her that in her will Patsi had left the Library a totem pole that is currently in place at the Life Care Convalescent Center. In addition, there was a donation in the amount of \$1000. After discussion, it was agreed to have the totem pole appraised and to solicit the Library Art Committee's assistance regarding location of the pole. The Board also asked that Laurie let the family know that any arrangements regarding the donated art may not be permanent.

### **ADJOURNMENT**

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn the meeting at 4:16 p.m. Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President